


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

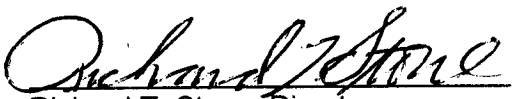
**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HUMAN RESOURCES**

Amend the program records retention and disposition schedule approved February 2, 2000 by amending item 47444 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

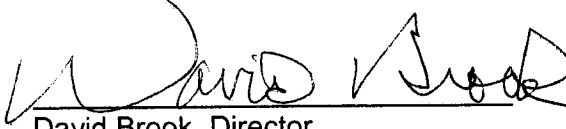
APPROVAL RECOMMENDED



Jeffrey J. Crow, Chief Records Officer
Department of Cultural Resources

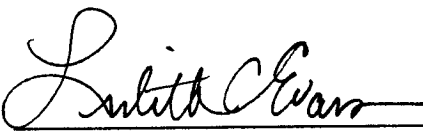


Richard T. Stone, Director
Human Resources



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 25, 2005

CSB

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF THE SECRETARY
DIVISION OF HUMAN RESOURCES
HUMAN RESOURCES STANDARD**

Item 47444. PERSONNEL (ACTIVE) FILE. Records concerning office personnel held by unit heads and supervisors within the Department of Cultural Resources. File includes applications for employment, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 05-25-05

DISPOSITION INSTRUCTIONS: Transfer to agency personnel office to be incorporated into official personnel file (Item No. 775) 1 month after employee terminates service.

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Item 775. INACTIVE PERSONNEL FILE. Individual folders for each former agency employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 7-15-02.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after employee terminates service. Records will be held for agency in the State Records Center 27 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

Item 44479. PERSONNEL DATABASE (ELECTRONIC) FILE. Machine-readable records concerning employees of the department. Electronic file includes names, addresses, social security numbers, personnel actions, and other related data. (File maintenance and backup procedures are conducted by the Department of Cultural Resources, Administrative Services, Computer Operations.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 44481. PERFORMANCE MANAGEMENT PLAN (PMP) PROGRAM GRIEVANCE FILE. Records in paper and machine-readable formats concerning employee grievances concerning the Performance Management Plan (PMP) program. File includes written grievances, grievance committee documentation and recommendations, final decisions, and other related records. (File maintenance and backup procedures are conducted by the Department of Cultural Resources, Administrative Services, Computer Operations.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 44485. RESPIRATOR PROGRAM FILE. Records concerning the use of respirators by agency employees. File includes employee medical records, training certifications, memorandums, correspondence, notes, logs, and other related records. File also includes records concerning employees' involvement in asbestos abatement. (Comply with applicable provisions of G.S. 8-53 regarding the confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Transfer employee medical records and training certifications to the State Records Center 1 year after employee terminates service. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Transfer records concerning asbestos abatement to the State Records Center 1 year after employee terminates service. Records will be held for agency in the State Records Center 20 additional years and then destroyed. Destroy in office remaining records when administrative value ends.

Item 44492. VOLUNTARY SHARED LEAVE FILE. Records in paper and machine-readable formats concerning the administration of the Voluntary Shared Leave program. File includes requestors' applications and medical records donors' leave records and donation forms, memorandums, and other related records. (File maintenance and backup procedures are conducted by the Department of Cultural Resources, Administrative Services, Computer Operations.) (Comply with applicable provisions of G.S. 126-22, 126-23 regarding the confidentiality of personnel records, and applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.